

# Jefferson Academy - Board Agenda | June 20, 2023

## Mission Statement:

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

## Vision Statement:

Jefferson Academy envisions a community of parents, teachers, students and educational and business leaders working together to create a learning environment that engenders academic achievement, growth in character, and the love of learning, resulting in responsible, productive citizens.

## Agenda for the Joint Board of Directors of Jefferson Academy A Colorado Non-profit Corporation

**In Person:** Held at Summit Academy 7575 W. 103rd Avenue Suite #100

**Zoom Link:** [Join the virtual meeting of the Board of Directors](#)

**Start Time:** 6:00 pm

Agenda Item	Who	Action	Time	End Time
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Preliminary					
Agenda Item	Who	Action	Time	End Time	
A	Call to Order	Chair			6:00 pm
B	Welcome to Guests				
C	Roll Call				
D	Pledge of Allegiance				
E	Approval of Agenda	Board	Vote	0:05	6:05 pm
F	Public Comment			0:10	6:15 pm

### \*Public Comment - PLEASE READ:

The Board has determined that public comment will be held at the beginning of all meetings for the following reasons:

- It is essential for Board members to hear and consider all public comment prior to making decisions on agenda items so that the Board members are informed of the views of the public participants.
- An agenda is posted in advance of every Board meeting. Every effort has been made to add additional detail to the agenda items to help public participants understand what will be discussed at the meeting in order for participants to better shape and present their comments. Please take note if a topic says Vote, Discuss or Discuss/Vote.
- Having public comment at the beginning of the meeting allows for a designated, clear, and transparent opportunity when public comment may be provided on any of the agenda items. It also provides participants a chance to voice their concerns, issues, and ideas without being obligated to sit through what can be a very lengthy meeting of non-related topics.
- The regular monthly meetings are designed to allow the Board to conduct the policy business of the school and to do so in an efficient manner. For this reason, it would not be feasible from a time perspective to distribute public comment throughout the agenda.

# Jefferson Academy - Board Agenda | June 20, 2023

**Your voice is important!** We encourage all members of the public to review this agenda in detail in order to provide public comment to Board members at the beginning of each meeting so that Board members can better represent our members. **The Board appreciates and encourages all public comments and respectfully requests that individuals turn their cameras ON and keep their comments as brief and concise as possible (2 to 3 minutes) to allow time for everyone to participate.**

<b>Consent Agenda</b>					
<i>The JA Board has adopted a consent agenda. The consent agenda consists of committee reports and the Executive Director report. All Board members have received these reports prior to this meeting and can pull an item out of the consent agenda when those items need further discussion during the agenda discussion at the beginning of this meeting. The following items are included in this month's consent agenda:</i>					
<ul style="list-style-type: none"> <li><a href="#">PTO Report</a></li> <li><a href="#">Boosters Report</a></li> <li><a href="#">School Accountability Committee</a></li> <li><a href="#">Policy &amp; Governance</a></li> <li><a href="#">Facilities Committee</a></li> <li><a href="#">Capital Development Committee/ JA Foundation</a></li> </ul>		<ul style="list-style-type: none"> <li><a href="#">Communications Committee</a></li> <li><a href="#">Neighborhood Committee</a></li> <li><a href="#">Finance Committee</a></li> <li><a href="#">Principal Reports</a></li> <li><a href="#">Executive Director's Report</a></li> <li><a href="#">Meeting Minutes</a> (Restricted until approved)</li> </ul>			
A	Review & Approve <i>Voting Items Included:</i> <a href="#">1. 15% Reserve Allocation</a>	FQ/, AV, TM	Vote	0:05	6:25 pm

<b>General Agenda</b>					
<b>Items moved to the front of the agenda at the time of the meeting</b>					
1	Approve Minutes from May 16, 2023 (annual and general meeting)	Board	Discuss/Vote	0:05	6:30 pm
2	Honoring outgoing principals and tenured staff	Board, TM	Discuss	0:15	6:45 pm
3	Second Reading of Board Policy	Board	Discuss/Vote	0:10	6:55 pm
<b>Items moved from the consent agenda to the general agenda for further discussion</b>					

# Jefferson Academy - Board Agenda | June 20, 2023

Board Composition					
1	Thank you to outgoing board members	Board	Discuss	0:10	7:05 pm
2	Appointment of vacant positions	Board	Discuss/Vote	0:05	7:10 pm
3	All board members take an oath	Board	Discuss	0:05	7:15 pm
4	<a href="#">Election of Board Officers and Roles and Responsibilities</a> <b>Tentative Nominations</b> Chairperson - Flavio Quintana Vice Chairperson - President - Agnessa Vartanova Vice President - Secretary - Jerrilynn Lilyblade Treasurer - Assistant Secretary -	Board	Discuss/Vote	0:15	7:30 pm
5	<b>Board member committee appointments Requirements</b> PTO Rep: one or two board members BoostersRep: one or two board members Foundation / Cap Dev: two board members SAC: two board members Policy and Governance: two board members Facilities: two board members Communications: two board members Neighborhood: Board President plus one board member Finance: Treasurer plus one board member Audit: Treasurer plus one board member SRC: All available board members	Board	Discuss/Vote	0:10	7:40 pm
5	<b>Appointment JA Building Corporation Members: Requirements</b> Board president One other board member One non-board member (James Suckow - tentative)	Board	Discuss/Vote	0:05	7:45 pm

A Informational					
<i>In an effort to gain a more in-depth perspective of each of our campuses and programs, the Board invites presentations from principals and faculty to discuss day-to-day activities occurring in the buildings and highlight special projects and programs.</i>					
1	General Executive Director update	TM	Discuss	0:10	7:55 pm

Jefferson Academy has identified five strategic goals. The strategic portion of the agenda is centered around these goals. The Jefferson Academy Strategic Plan 2021-2024 can be accessed at [www.jajaqs.com](http://www.jajaqs.com).

B Strategic	
1	<b>Strategic Plan- Comprehensive Communications, Innovative Academic Environment, Healing from Covid, Multiple</b>

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<b>Pathways to Success, Character and Values</b>					
a	Review of 2021-2024 Strategic Plan	AV	Discuss	0:05	8:00 pm
<b>C</b>	<b>General Board Governance / Updates / Other Issues</b>				
<i>1: General</i>					
a	All board members sign board manual	Board	Discuss	0:05	8:05 pm
b	All board members submit conflict of interest form	Board	Discuss	0:05	8:10 pm
c	All board members submit confidentiality agreement form	Board	Discuss	0:05	8:15 pm
d	CDE School Codes	TM	Discuss/Vote	0:15	8:30 pm
<i>2: Financials</i>					
a	Insurance Coverage	TM	Discuss/Vote	0:10	8:40 pm
b	Fee Schedule Approval	CM, LH	Discuss/Vote	0:05	8:45 pm
<i>3: Committees</i>					
a	Update from committee leads on committee activities	Board	Discuss	0:10	8:55 pm
<b>D</b>	<b>Policy</b>				
	P&G Committee Tasks	AM	Discuss	0:05	9:00 pm
<b>E</b>	<b>Task-Oriented</b>				
1	Action Items	Board	Discuss	0:05	9:05 pm
2	Board communication to parents (Top 5)	Board	Discuss	0:05	9:10 pm
3	Set July or August Meeting Dates	Board	Discuss	0:05	9:15 pm
<b>F</b>	<b>Executive Session</b>				
	None planned this meeting				
<b>Adjournment - Estimated</b>					<b>9:15 pm</b>

## **Consent Agenda**

The consent agenda consists of committee reports, principal reports, and the Executive Director report. The items in the consent agenda will not be discussed in the board meeting unless Board members pull an item out of the consent agenda for further discussion during the agenda discussion.

### **PTO Report**

PTO has concluded their operations for the year and did not have a meeting this month.

### **Boosters Report**

Boosters did not have a June meeting.

### **Student Accountability Committee (SAC) Report**

The SAC did not meet.

### **Policy & Governance**

The Board Policies Manual is scheduled for a Second Reading and vote at this meeting. Should it be approved on second reading, this would bring the Policies Manual current by including several policy updates the BOD passed in previous years.

### **Facilities Committee**

The Facilities Committee did not meet this month.

### **Capital Development Committee / JA Foundation**

#### **Foundation Meeting Minutes: May 18, 2023**

Meeting called to order at 9 AM. In attendance were Tim Matlik, Teresa Lindberg, Michael Garioto, Tiffany Blakely.

- **Approval of minutes from April 22, 2023.**
- **President Discussion**

- Grants: Discussed feedback:
  - Time constraints: if it were in the First or Second quarter or larger amount, we may have more people apply - could we open the process sooner?
- Brick sales:
  - Tim may have volunteer to take this over - to table to early fall.
- Jag Jog: We are reaching to the PTO initially, then school, for potential dates
  - Tiffany compiling new t-shirt vendor contact list
  - Staying with 3-S as the race organizer
  - Ask Kim for Sign up genius for volunteers
  - Tiffany created a Google Sheet for volunteers in general and will seek out JAF volunteers as well during registration
- Gala:
  - Activities:
    - Minimum: One Gala, one “day a month” celebration
    - Maximum: Multi-day event, Homecoming/alumni event, Golf Tournament, Top Golf
  - Date: Saturday, January 27th, 2024
- What other things can we recruit people to join the Foundation run/coordinate?
  - Bricks
  - Website Management
  - Grant process (Gabriela)
  - Jag Jog
  - Alumni Association
  - Gala Chair (Stephanie Daniels)
    - Need to figure out budget and venue for this date ASAP
    - Tim noted if event doesn't have alcohol then school funds might be able to be used
    - Tiffany has contact for The Establishment
- **Housekeeping.**
  - August 10th all organization meeting - Foundation to talk to group about how this is a K-12 org and what we do.
- **Next meeting:** June 22nd 6:30 Kokopellis

## Communications Committee

The Communications Committee completed its work for this year and is moving forward with the following:

- JA presentation templates (Google Slides) are to be used/tested at the BOD meeting and other venues with follow up feedback provided to the committee.
- Designated JA email signatures will be implemented for official communications presented to staff at the start of the 2023 school year.

- Website alignment between the elementary and secondary school is continuing. As the district is moving to a new vendor, our elementary and secondary schools will need to transition from the current platform to a new platform. As part of the district's transition process, Ms. Leoni and Ms. Cohen are collaborating to align the presentation between locations as much as possible while still allowing for campus specific "look and feel".
- Challenges with our "School Messenger" mass email system are being reviewed and addressed. However, with the transition of the district's website/messaging platform happening next year, work is limited to making it function as effectively as possible until the transition occurs.

## Neighborhood Committee

The Neighborhood Committee meets with the JA Elementary neighbors twice a year. The next meeting will be in the Fall of the 2023 school year.

## Finance Committee

The Finance Committee met on Tuesday, June 13, 2023. The following committee members were present: Tim Matlick, Ryan Sadler, Brendon Feddema, Craig Melville, Luke Holocher, Allycia Taussig, Flavio Quintana, and Agnessa Vartanova.

Financials Update: The financials through May 2023 were reviewed. JA's financial position continues to be strong and staff answered questions on the financials.

ED Matlick provided a presentation and recommendation on the procurement of JA's risk insurance provider. This effort is required as JA is no longer receiving this insurance coverage through the District effective June 30, 2023. Board members Vartanova and Quintana both support the recommendation of the insurance provider. ED Matlick will provide this presentation to the Board at its June meeting for approval to proceed with the selection of the insurance provider.

JA will continue to pursue English Language Learner (ELL) services outside of the District. There are proposed savings if JA procures ELL services on its own.

The Finance Committee received a presentation by Mr. Melville on JA's Bond debt service. The presentation was very informative. This presentation will be provided to the entire Board at a future meeting to provide the Board with an understanding of this part of JA's finances.

Every year the JA Board is required to approve fees charged by JA. The financial team will present these fees for Board approval at the June 2023 Board meeting. Historically, these fees have been approved at the March Board meeting.

Colorado Revised Statute Section 22-44-106 - Contingency Reserve - requires school general fund reserves not exceed 15% of the amount budgeted to the fund for the current fiscal year. Amounts exceeding the 15% threshold must be designated into an account designated for specific projects in a designated account. The budget team is determining if JA meets this requirement and will present to the Board if a budget amount should be appropriated to the savings account to ensure we are in compliance.

**Consent Agenda Motion:** *To remain in compliance with C.R.S. 22-44-106, the Board approves that general fund reserves in excess of 15% be appropriated for debt reduction, final investments, facility improvements, emergencies or other qualified expenses as deemed necessary.*

## Principal's Reports

**Jefferson Academy Elementary** - On summer break

**Jefferson Academy Secondary** - On summer break

**The Summit Academy** - On summer break

**The Summit Academy South** - On summer break

## Executive Director's Report

**Graduation:** This month we were excited to end the year by hosting 1 commencement and 3 graduation ceremonies during the last weeks of school. Summit Academy South hosted their graduation at the Conifer location. With 6 total graduates, there was a short video of each participating family and parents had an opportunity to present a few words of encouragement to their graduates. Summit Academy Westminster hosted their graduation at Riverside Church in Denver. The ceremony included presentations from a student, a staff member and the choir. They were able to show a brief video as each of the 58 graduates received their diploma. JA Secondary hosted graduation at the Colorado School of Mines where 82 graduates received their diplomas. Student speakers, a staff member presentation, awards and recognitions were all part of the



ceremony as these graduates were celebrated. JA Elementary hosted their 6th grade commencement exercise at the JA Secondary campus. While receiving their certificate, each of the 110 students were identified with a unique descriptor recognizing their character traits. A staff speaker and video rounded out the ceremony. May is always an exciting month as we celebrate students in so many different ways.

**Insurance Coverage:** Starting July 1, Jefferson Academy will transition from district insurance coverage to an outside broker. We solicited bids from 3 brokers who have departments specializing in charter schools. As of Friday, June 16th, we have received 3 preliminary proposals with one broker presenting a final proposal. The other two brokers were contacted and have stated that we should receive their final proposal prior Tuesday's board meeting. A presentation will be made at this month's meeting after which the board should vote on a vendor/broker so we can bind coverage for the new school year.

**Charter Renewal:** JA's charter contract expires at the end of the 2023/24 school year. As a result, we are scheduled to produce a Charter Renewal Application this year. The district continues to move forward with a revised timeline and revised charter renewal process. Our submittal date was moved from December 1 to October 1. We had a preliminary meeting with the district to preview and provide feedback on the revised renewal process and metrics they might use. A follow up meeting is scheduled for next week where we hope to receive updated information. In section 11.1 of our contract it states that we must present our renewal "no later than" December 1. Section 11.2 says that the district may modify the renewal process prior to July 1 of the renewal year after seeking input from the charter school. As there has been no addendum to our contract regarding the December 1 date, should the renewal revision process extend beyond July 1 or should we determine that the new process can not be completed effectively prior to October 1, I believe we could work with the district to revise the application date to one that is mutually agreeable to both parties (between October 1 and December 1). More information will be provided to the board as we move forward with this process.

**CDE School Codes:** Last week we were notified by Jeffco that CDE (Colorado Department of Education) requested revisions to our school codes to alleviate challenges CDE is facing in complying with the Financial Transparency Act. Though it is not the same, this discussion mirrored much of the conversations we had with the district months ago regarding potentially changing codes to alleviate the data reporting challenges the district faced. Two months ago we decided not revise our school codes unless we received assurances from the district that our Summit programs would continue to be recognized as programs even if issued a school code by CDE. In a

meeting yesterday with Jeffco's legal counsel it appears that they are amenable to providing a contract addendum for the 2023/24 school year and also including verbiage in our charter renewal contract recognizing Summit to protect them going forward. During a presentation at the board meeting you will receive more information on our current school code configuration, a potential reconfiguration of the codes and a process to move forward should we determine this is appropriate. This matter is time sensitive as changes to school codes must be completed by June 30th each year.

**Network Contract:** During the conversation on Thursday regarding school codes, district legal counsel brought up the idea of converting JA's new charter contract to a charter network contract. They stated this would be a format change and not a substantive change. Though no charter school in Jeffco has used a network contract that I know of, this is common in other districts for organizations that have multiple schools. On the surface it appears this would more accurately represent JA with our various schools and programs. I have not yet reviewed the statute regarding charter networks and can't speak to the impact of a change. I will be contacting our attorney and other charter networks to learn more about this. No action needs to be taken by the board at this time. This report is only informational. More information will be provided as things develop.